



MINUTES

ECONOMIC DEVELOPMENT AUTHORITY OF THE COUNTY OF BEDFORD, VA
Bedford County Administration Ground Floor Training Room
122 E Main Street
Bedford, VA 24523
November 6, 2025
5:30 p.m.

Economic Development Authority:

Present: David Wells (*District 1*), Vicki Gardner (*District 2*), Wyatt Walton (*Vice Chairman, District 3*); Matthew Braud (*Chairman, District 4*), Kristy Milton (*District 5*), Jimmy Robertson (*District 6*), Jim Messier (*District 7*)

Staff Present: Pam Armstrong, *Economic Development Director*, Lauren Thurston, *Business Programs Coordinator*, Patrick Skelley, *County Attorney*; Niki Feazell, *Economic Development Administrative Assistant*, Whitney Greenway, *Assistant Finance Director*

Absent: Robert Hiss, *County Administrator*, Mickey Johnson, *Board of Supervisors, District 1*, Charla Bansley, *Board of Supervisors, District 3*

(1) CALL TO ORDER

Chairman Braud called the meeting to order at 5:30 p.m.

(2) APPROVAL OF AGENDA

Chairman Braud asked for motion to approve agenda. Mr. Messier moved, seconded by Mr. Walton. Adopted Unanimously by members present.

(3) APPROVAL OF MEETING MINUTES – September 4, 2025, and October 14, 2025

Chairman Braud asked for motion to approve September 4th minutes as presented, Mr. Walton moved, seconded by Mrs. Milton, with one abstention from Mr. Wells, as he was absent from meeting. Approval was adopted unanimously by all members present.

Chairman Braud asked for motion to approve October 14th minutes as presented, Mr. Messier moved, seconded by Mr. Wells, with one abstention from Mr. Walton, as he was absent from meeting. Approval was adopted unanimously by all members present.

(4) REPORTS

A. Economic Development Director's Report

- Mrs. Armstrong attended the Site Selectors Guild Fall Forum in October with a successful outcome. Mrs. Armstrong was able to connect with multiple site selectors and introduce them to Bedford County. Regional representatives were present, as well as staff from the VEDP.
- Marketing was highlighted in one workshop session. Based off recommendations from the session attended, staff will be updating and making a few website changes to reflect the quality of life within Bedford County. Additionally, work will begin on a video that will include interviews

with local business owners in hopes of presenting how it is to own and operate a business within Bedford County.

- Mrs. Armstrong has a monthly meeting with the Small Business Development Center (SBDC) and at their last meeting they were able to discuss the businesses the SBDC is currently servicing. There is a total of 17 businesses, with eight open and operating and nine that are not open yet.
- Recently the Disc Golf wrap-up session was held. They were able to discuss the 2025 tournament and all its successes. Sales were up from the 2025 tournament with more in attendance than the prior year. The course received excellent reviews, one stating the course is one of the top five in the world. There was also feedback received regarding the possibility of changing the course order at future tournaments to help spectators and players with distance between holes and parking.
- Mrs. Armstrong, along with Mrs. Thurston, recently toured CVCC. While there, they were able to learn about the custom training program currently being offered to incumbent workers through career link. An internship program provides soft skill training and connects with students with employers through a 12-week program, with the opportunity of full-time employment after the completion of the program.
- New London Phase 2, project is almost at completion with around 24-25% remaining. Completion is expected by Thanksgiving.

B. Business Programs Report

- The first Bedford ONE tour of the school year was held in October. Students visited Terry Subaru and Redco Machine to explore a variety of local career paths. Terry Subaru has been a favorite tour stop for Bedford ONE as their team always provides an engaging look behind the scenes from sales and service to management. At Redco, students met with machinists and leadership to learn about the precision manufacturing process and the skills needed to succeed in the field.
- One application for the Childcare Grant was received from Blue Ridge Montessori School. Mrs. Thurston will be visiting to take pictures and talk about their goals. Their plan for the money is to enhance the entire outside play set up and add shade protection. The committee will meet next Friday to discuss it further before we present it to the EDA in December.
- Mrs. Thurston had her last class of SMLLA. Graduation is next month.

C. Monthly Financial Report

- Mrs. Greenway reported on the monthly and YTD financial reports for new fiscal year. Earned interest for August and September of \$16K is not reflected in this month's review and will be reflected in December reports.
- Interest rates decreased from 4.5% to 4.25%
- The EDA has put out \$600,000 for the Phase 2 New London project to date, decreasing the operating cash available, however paperwork for the \$350,000 reimbursement grant from VBRSP has been submitted.
- Bedford Center for Business YTD does not reflect the annual prepayment rent from CVCC. It has been received and will be reflected in next month's reports as well.
- The annual EDA audit report has been finalized, and auditors will be at the meeting next month to go over the completed report.

D. Monthly Accounts Payable Report – (see September/October bills that have been paid)

EDA	
EDA Mileage – (September/October) meeting	\$202.86
Bedford Center	
Town of Bedford Power – CVCC (September/October)	\$6,451.03
Peaksview Landscaping – (September/October)	\$1,037.18
BRWA (September/October)	\$360.50
Johnny on The Spot (September, CVCC) - ball valve	\$430.00
New London	
Southside Electric – (September/October)	\$1,240.52
Peaksview Landscaping – (September/October)	\$3,150.00
Johnson Controls (October) – Belvac building	\$2,859.53
Coates Electrical Service (September, Belvac) - exterior lights	\$5,570.00
Washington Street	
Peaksview Landscaping (September/October)	\$801.00
Johnny on The Spot (September, Elba's) - mop sink	\$210.00
TOTAL:	
	\$22,312.62

(5) TOWN OF BEDFORD

- Due diligence in Beale's property is still underway.

(6) BEDFORD CENTER FOR BUSINESS

- Nothing new to report.

(7) MONTVALE CENTER FOR COMMERCE

- Information was presented regarding updating signage at Montvale Center as well as Bedford Center for Business. Mrs. Thurston has reached out to McBride for quote and the beginning stages.

(8) NEW LONDON BUSINESS AND TECHNOLOGY CENTER

- A. RA Tools sent request for consideration to lease 2,500 available office space to Nayer, a home health and hospice care company. However, due to the EDA covenants regarding NLB&T, Nayer does not fall under a qualified technology business. Due to requirements not being met, no motion or action was taken.
- B. A change order request was presented to the Board for the phase 2 project, as requested by the Bedford Regional Water Authority. Additional costs for material changes to the waterline as dictated by BRWA, this work was not captured in the original bid scope, but it is required, and bids would have increased as a result. The costs are solely to implement the change; there is no rework, idle time, or paying for anything twice. The original change order was \$120,300, which we've been able to reduce to \$97,500. Mr. Messier made motion to approve change order request for additional cost for required materials, seconded by Mr. Wells. Adopted Unanimously by members present.

(9) WASHINGTON STREET PROPERTY

- Nothing new to report.

(10) CLOSED SESSION

At a regular meeting of the Economic Development Authority of the County of Bedford, Virginia held at the County Administration Building on the 4th day of November 2025 Chairman Braud asked for motion to enter closed session. Mr. Wells moved, seconded by Mr. Walton, to under Section 2.2-3711(A)(6),

Discussion or consideration of the investment of public funds where competition or bargaining is involved, where, if made public initially, the financial interest of the governmental unit would be adversely affected.

Board Member Mrs. Gardner made a motion to move back into regular session; seconded by Board Member Mrs. Milton.

Voting Yes: Mr. Wells, Ms. Gardner, Mr. Walton, Mrs. Milton, Mr. Robertson, Mr. Messier, and Mr. Braud.

- In 2023 the Bedford County EDA entered into a performance agreement with D-day Omstay to bring a business class hotel to Bedford with a substantial completion date of July 31, 2025. The hotel developer asked for and was granted a six-month extension due to the hotel rebranding and a new substantial completion date of December 31, 2025. The hotel developer has requested extending the deadline to achieve completion for an additional twelve months (i.e., to January 31, 2027) to trigger the financial incentives offered by the Bedford County EDA. The EDA has determined that an incentive for the developer to finish the project by the requested extension date of January 31, 2027, would better serve the interest of the citizens of Bedford County and achieve project completion. The Bedford County EDA approves developer's request to extend the existing date of December 31, 2025, deadline for completion to January 31, 2027. with the understanding that the financial incentives offered to the developer as set forth in the Performance Agreement with the Bedford County EDA dated June 27, 2023, and totaling \$40,000 over a period of four years shall be reduced by \$800.00 per month beginning February 1, 2027, and every month thereafter until the hotel is officially open for business.

Board Member Mr. Wells made a motion to allow extension with penalty if additional extension is not met; seconded by Board Member Mrs. Milton.

Voting Yes: Mr. Wells, Ms. Gardner, Mrs. Milton, Mr. Robertson, Mr. Messier, and Mr. Braud.

Abstention: Mr. Walton, not present.

(11) OTHER BUSINESS

A. Next steps for the EDA strategic plan

- It was discussed if the current EDA Strategic Plan needed modifications. It was decided a central document would be created for Board Members to access and read over the current plan and make notes or suggestions. Once members are finished, discussion will resume January 2026 regarding ongoing EDA Strategic Plan.
- Interest surrounding the tank farm in Montvale continues. John Putney has updated the Montvale White Paper and has been sharing it widely. Mr. Putney has been working with Morgan Griffith's office to coordinate a meeting with the county Colonial Pipeline & Tank company representatives in D.C., along with Colonial lobbyist Rob Shen to set up a meeting with Colonial officials. Mr. Putney is working with legislators Warren and Griffith's district directors, and county staff to explore additional funding opportunities.

Motion made to adjourn by Mr. Wells, seconded by Mr. Robertson. Unanimous consent to adjourn.

Adjourned

6:47pm


Chairman
Secretary